

# Confirmed Minutes of the Search Committee Meeting held on Tuesday 16<sup>th</sup> October 2018 at 8.40 pm at the College

**Present:** Mr Mike Hill (*Principal*)  
Mr Donal McCormack  
Miss Caroline Nencini  
Mr Paul Rooney

**In attendance:** Mrs Catherine Shaw (*Clerk*)

*Due to the earlier Remuneration Committee meeting overrunning, the Search Committee Meeting scheduled to take place at 4.30pm took place following the Full Governing Body meeting.*

## **1. DECLARATIONS OF INTEREST**

Governors were invited to declare whether they had any direct or indirect personal, prejudicial or pecuniary interest or conflict of interest in any matter which formed part of the agenda for this meeting or was likely to be discussed at this meeting.

All Governors declared an interest in agenda item 6.1 relating to Members' attendance during 2017/2018.

Mr McCormack declared an interest in agenda item 6.2 in connection with succession planning for the next Chair of Governors.

## **2. APOLOGIES FOR ABSENCE**

The Clerk advised that Mrs Helen Stevenson had recently tendered her resignation. This was to be discussed within agenda item 6.2

## **3. ITEMS FOR INCLUSION UNDER ANY OTHER BUSINESS**

There were no items submitted for inclusion under any other business.

## **4. MINUTES OF THE PREVIOUS COMMITTEE MEETING HELD ON 26<sup>th</sup> JUNE 2018 (*previously circulated*)**

- 4.1 The minutes were approved and signed in accordance with Article 12 (3) of the Instrument of Government. The publication of the minutes was authorised in accordance with Article 13.

## **5. MATTERS ARISING FROM THE MINUTES**

### **5.1 To consider any matters arising from the minutes (*previously circulated*)**

The Committee **noted** the action log.

### **5.2 Election of Vice Chair of the Search Committee**

In view of the current number of vacancies the Committee **agreed to defer** this item to such time as membership increased.

**Action: Clerk – Future Agenda Item**

## 6. GOVERNING BODY REVIEW

### 6.1 **Governors' Attendance and Performance 2017/2018** *(previously circulated)*

The Committee considered the two separate reports which had previously been circulated, namely:

- Attendance Data 2017/18 – this report incorporated all full Governing Body meetings, the Strategic Planning Day and all Standing Committees.
- Attendance Data relating to individual Governors and Associate Members during the last academic year.

The Clerk advised that there was a statutory requirement for individual Governor and Associate Member attendance data to be published in the annual Financial Statements.

A discussion ensued. The Committee:

- **Noted** the contents of the report.
- **Approved** for the Committee data to be circulated to every member of the Governing Body en bloc.
- **Approved** that individual members were to receive their personal attendance data.
- **Requested** that the Clerk seek clarity from Mr Conal Neafcy as to whether it was his intention to continue as an Associate Member.

**Action: Clerk**

### 6.2 **Membership and Succession Planning** *(previously circulated)*

The Clerk referred the Committee to the updated position since the documentation had been circulated. The Clerk advised the Committee that she has informed the relevant persons at the Archdiocese about the current Foundation Governor vacancies and the imminent vacancy relating to the Chair of Governors. A discussion ensued.

The Committee:

- **Noted** the contents of the report
- **Recommended Board approval** that Mr John Fogarty be re-appointed as Foundation Governor upon the expiry of his term of office on 31<sup>st</sup> December 2018.
- **Recommended Board approval** to dispense with the current policy relating to the imposition of a retirement age for Governors.
- **Accepted** Mrs Stevenson's resignation with immediate effect and acknowledged her work at Carmel spanning many years.
- **Agreed** for the Clerk to contact all Deacons within the Liverpool Archdiocese inviting expressions of interest in becoming Foundation Governors at the College.
- **Agreed** for the Clerk to contact St Helens Chamber inviting expressions of interest from persons within the business community in becoming a Co-Opted Governor at the College.

**Action: Clerk – FGB Agenda Item 11.12.18**

### 6.3 **Governing Body Training Plan 2018/2019** *(previously circulated)*

The Committee **noted** that the full Governing Body had approved the training plan for 2018/2019 at their earlier meeting, with the exception of the session which was to take place in Summer Term 2018.

The Committee **agreed to defer** this agenda item to the Spring Term Committee meeting for completion.

**Action: Clerk**

6.4 **Review of the Governing Body Self Assessment Action Plan** (*previously circulated*)

The Committee reviewed the progress made in connection with the full Governing Body SAR.

The Committee **noted** the satisfactory progress as detailed in the report.

6.5 **Strategic Planning Day 2019** (*previously circulated*)

The Committee noted that this agenda item had been discussed at the earlier full Governing Body meeting and the decision made to **delegate authority** to the Chair, Principal and Clerk to finalise the programme.

**Action: Chair, Principal and Clerk**

**7. COMMITTEE KEY PERFORMANCE INDICATORS**

7.1 **Review of Key Performance Indicators 2017/2018** (*previously circulated*)

The Clerk advised Governors that the Committee was required to review its own performance annually.

Governors **noted** the key performance indicators met.

7.2 **Approval of Key Performance Indicators 2018/2019** (*previously circulated*)

The Committee **approved** that the Key Performance Indicators were to remain unchanged for 2018/2019.

**8. ANY OTHER BUSINESS**

8.1 None.

**9. DATE OF NEXT MEETING**

Tuesday 11<sup>th</sup> December 2018 at 4.30pm.

The Chair thanked Governors for their attendance and contribution at the meeting.

The meeting concluded at 9.10 pm.

Signed by the Chair: College file signed by Donal McCormack

On this day: 11<sup>th</sup> December 2018